

DUTY STATEMENT**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.RPA-
CAC-16-05

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY California Arts Council		POSITION NUMBER (Agency - Unit - Class - Serial) 352-310-4800-XXX	
UNIT NAME AND CITY LOCATED – Sacramento		CLASS TITLE Staff Services Manager I (Specialist)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		SPECIFIC LOCATION ASSIGNED TO California Arts Council	
PROPOSED INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 352 -310 -5630 - 003	
<p>YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.</p>			
<p>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under the general direction of the Director, the SSM I Specialist (Specialist) serves as a non-supervisory staff to the CAC Director, executive management team, and other supervisors on legislative and governmental affairs. The Staff Services Manager I (Specialist) has primary responsibility for the agency functions associated with the state legislative process, including bill analysis, legislation tracking, arts-related committee work, and related advocacy.</p>			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
	<p>All work to be accomplished in accordance with guidelines of the California Arts Council (CAC), the State Administrative Manual (SAM), laws, rules, regulations, and/or guidelines of the Department of Personnel Administration (DPA) and State Personnel Board (SPB), Federal and State laws (i.e., Americans with Disabilities Act, Family Medical Leave Act, etc.), Bargaining Unit Agreements, Department of Finance (DOF), State Controller's Office (SCO), utilizing a personal computer, related software applications, verbal and written communications and various office and communication equipment.</p> <p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p>		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Craig Watson		SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA – CAC 16-05

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35%	<p>Agency Mission/Goals:</p> <p>The California Arts Council's (CAC) mission is advancing California through the arts and creativity. The four goals of the agency include 1) Building public will and resources for the arts- ensure strong support for the arts statewide among the public, elected officials, and decision makers; 2) Diversity, access and partnerships- Ensure the CAC's work is reflective of California's diverse populations and accessible to all; 3) Thought leadership- Establish the CAC as a leading authority and champion for the arts in California, regionally, and nationally; 4) Programs and services- Ensure programmatic excellence, effectiveness, and relevance in all of the CAC's programs and services. CAC believes that Californians can thrive from public support for creativity and the arts. Our agency mission, goals and objectives are intended to ensure that the arts are recognized, celebrated, and supported in communities across the state.</p> <p>The California Arts Council's recognizes that its employees are its most important asset. CAC employees are the vital link that ensures its vision, mission and values are fully realized. To that end, the CAC strives to ensure that its workforce is drawn from the broadest segments of society and reflects the diversity of California.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to ensure strong support of the CAC's mission among Legislators and the Governor's Office, the specialist:</p> <ul style="list-style-type: none"> • Serves as liaison and primary point of contact with the Legislature, constituent groups, and the Governor's office with the authority to develop and negotiate solutions and resolutions to complex legislative proposals that impact CAC. • Performs and organizes comprehensive research on new and amended legislation for advisory purposes which determine potential advantages or negative effects on CAC programs. • Identifies key elements, manages and presents analysis of legislation affecting CAC programs and budget, including presentations and talking points with clearly defined needs assessments and proposed solutions based upon adoption of legislation to Executive Director, executive managers, Council members, art organization stakeholders, and CAC staff. • Coordinates the development of issue papers, analyses, correspondence, and requests for action of the CAC, and recommends specific action to the Director and senior management staff on federal legislation to ensure policy consistency at all levels within the agency. • Provides expert guidance and consultative services to CAC Director and Deputy and Agency liaisons in the development of accurate and comprehensive analyses. • Responds to staff and art stakeholder's program inquiries related to proposed and/or enacted legislation on behalf of management. • Prepares and furnishes program information, summaries, materials, future directions regarding fiscal plans and strategic planning documents to members of the Legislature and Committee Staff. • Independently monitors legislative hearings and the daily calendar related to CAC-related bills, analyzes and synthesizes information to advise executive management. • Independently monitors and responds, via email communications, phone, or in-person presentations, to sensitive assignments received from the Legislature and/or the Governor's Office to ensure communication to CAC is consistent and up-to-date.

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35%	<ul style="list-style-type: none"> • Ensures executive management is apprised of relevant developments within Legislative Affairs Office. • Directly coordinates the legislative activities associated with major policy initiatives. • Oversees and participates in negotiations within the agency to resolve differences of opinion as well as negotiates with advocates, bill sponsors and legislative staff to resolve agency and Governor's Office concerns. • Fosters and maintains a network of contacts and relationships with policymakers in order to effectively represent CAC and educate policymakers on agency priorities, positions, and interests. • Establishes and maintains membership or relationships with a wide target audience of committees and/or organizations including but not limited to, executive, programs, and equity committees or key organizations, such as, the National Endowment for the Arts, to support and advance the CAC mission. • Attends meetings and public hearings as necessary or assigned representing CAC and agency interests. <p>In order to leverage relationships with Legislators, the Governor's Office, constituents, CAC Council members and the general public, the Specialist:</p> <ul style="list-style-type: none"> • Develops and manages CAC Program Annual Plan and its distribution strategy for the purpose of strengthening relationships with Legislators and legislative staff, and further their understanding of and support for CAC. • Monitors, reads and interprets legislation and regulations that impact CAC and provides analysis with recommendations in written and/or verbal form to Executive Director, executive management, Council, art organization stakeholders, and CAC staff. • Escalates to the Director Issues and potential problems which may require lobbying efforts and carries out lobbying activities as needed. • Informs the Legislature and Governor's Office of CAC public relations distributions relating to current and proposed Legislation and negotiates solutions and resolutions to complex legislative feedback. • Provides expert guidance to CAC Council members on appropriate and beneficial communications with legislators and the Governor's office. • Prepares reports and presentations for Council members on Legislation and policy affecting agency functions; as well as customized reports to assist Council members as they report the agency impact to the public and legislative officials in districts statewide. • Along with Director, serves as liaison with Council to review legislative issues and current trends related to arts programming to define and establish departmental positions and has authority to execute high level decision making. • Partners with Public Information Officer to develop charts and fact sheets for inclusion in briefing materials, press releases, newsletters and other mediums used by Council members to effectively address departmental intent on sensitive issues.
20%	<p>In order to ensure improved public perception and awareness regarding CAC programming to Legislature the Specialist:</p> <ul style="list-style-type: none"> • Manages communications between legislators and the Director, executive level management, and Council members pertaining to the CAC Poetry Out Loud (POL) program and obtains the program information needed to formulate recommendations to the Directorate. • Routinely represents the agency in order to convey the agency's perspective and

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10%	<p>coordinates visibility of the POL program to legislators and inclusion in POL program activities held at the Capitol.;</p> <ul style="list-style-type: none"> • Provides policy direction to agency management to reflect the Directorate's and Administration's views and initiates policy development when these are not clear or a change in direction is needed. • Provides expert guidance to and strategizes with the POL coordinating team on ways to maximize visibility of the program amongst Legislators. • Assists the scheduling and activities of California's Poet Laureate. • Formulates strategies and policies necessary for the development and implementation of large scale projects. <p>Performs other varied and confidential duties and projects at the Executive Director's and executive management's discretion including but not limited to planning, organizing and completing special projects assigned and developing legislative strategies with recommendations.</p> <p>Knowledge and Abilities Knowledge of: Principles, practices, and trends of public administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process, the administration and department's goals and policies; governmental functions and organization at the State and local level.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's equal employment opportunity objectives.</p> <p>Desirable Qualifications</p> <ul style="list-style-type: none"> • Experience developing legislative strategies and tactics preferably in the arts, government, nonprofit, or related fields. • Ability to conduct impactful research, lead development, and prepare implementation plan elements as needed. • Experience working with State agencies and/or related public/private entities. • Knowledge of tools and techniques associated with strategic sourcing. • Proficiency with a personal computer and MS Word, Excel, Outlook and the Internet. • Ability to write comprehensively and effectively, demonstrating ability to communicate with all levels of management, peers, and external customers. • Organize and structure work for effective performance and goal attainment and the ability to set and balance priorities. <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • Demonstrated ability to act independently, open-mindedness, flexibility, and tact <p>Personal Characteristics</p> <ul style="list-style-type: none"> • Dependable; responsible; positive attitude. • Ability to lead and participate in teams.

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	<ul style="list-style-type: none">• Ability to provide objective overview of situations.• Willingness to accept challenges, handle multiple projects simultaneously.• Ability to effectively handle stress and deadlines.• Use diplomacy and be resourceful. <p>Work, Environment, Physical and Mental Abilities</p> <ul style="list-style-type: none">• Professional office environment, appropriate business attire required.• Daily use of phone, fax, copiers, and general office and communication equipment.• Occasional use of cell phone, pagers and laptop computers.• Frequent use of a personal computer, related software applications and the Internet at a workstation.• Use of hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, files, reference manual, solicitation documents, etc.